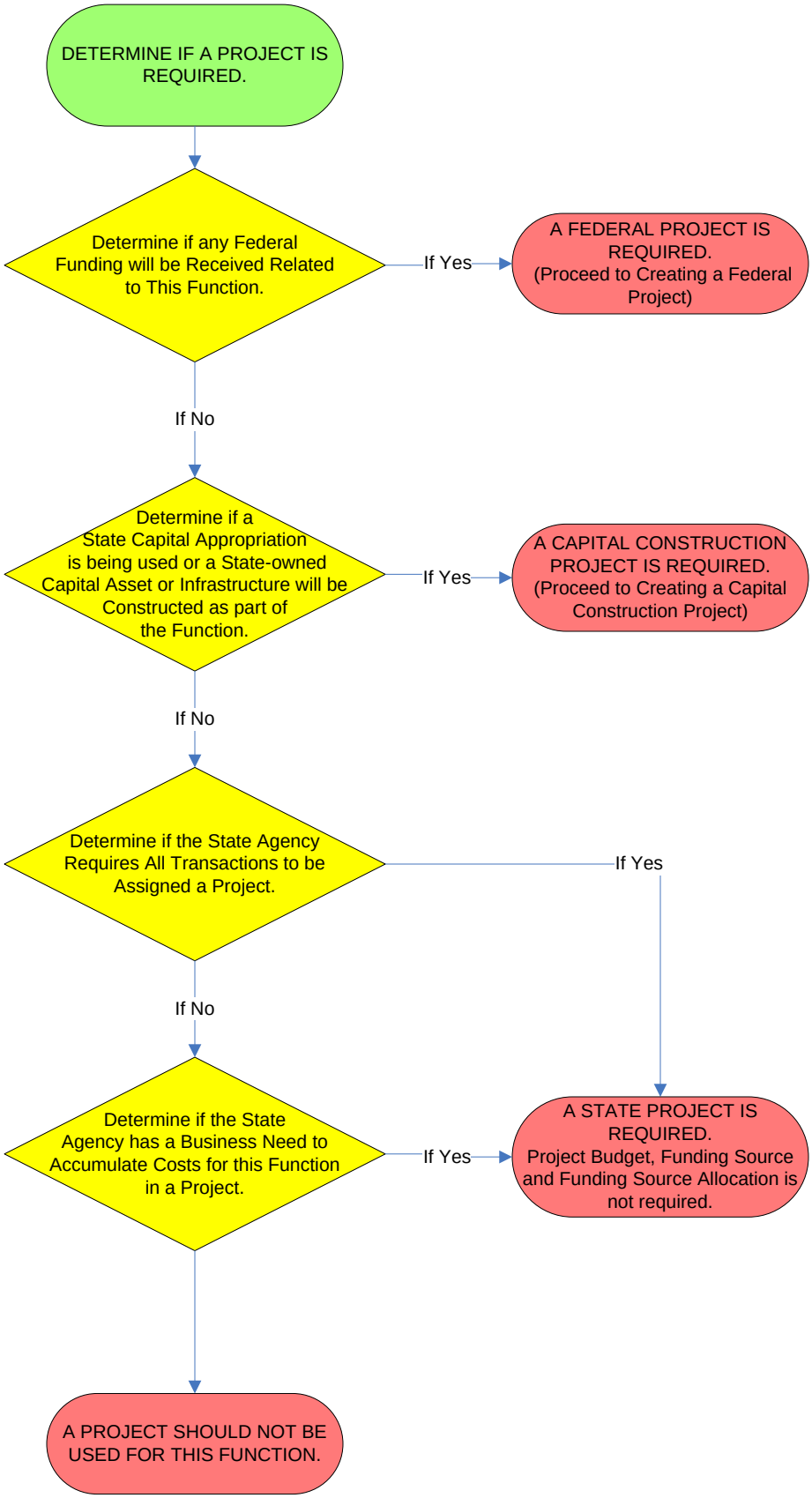
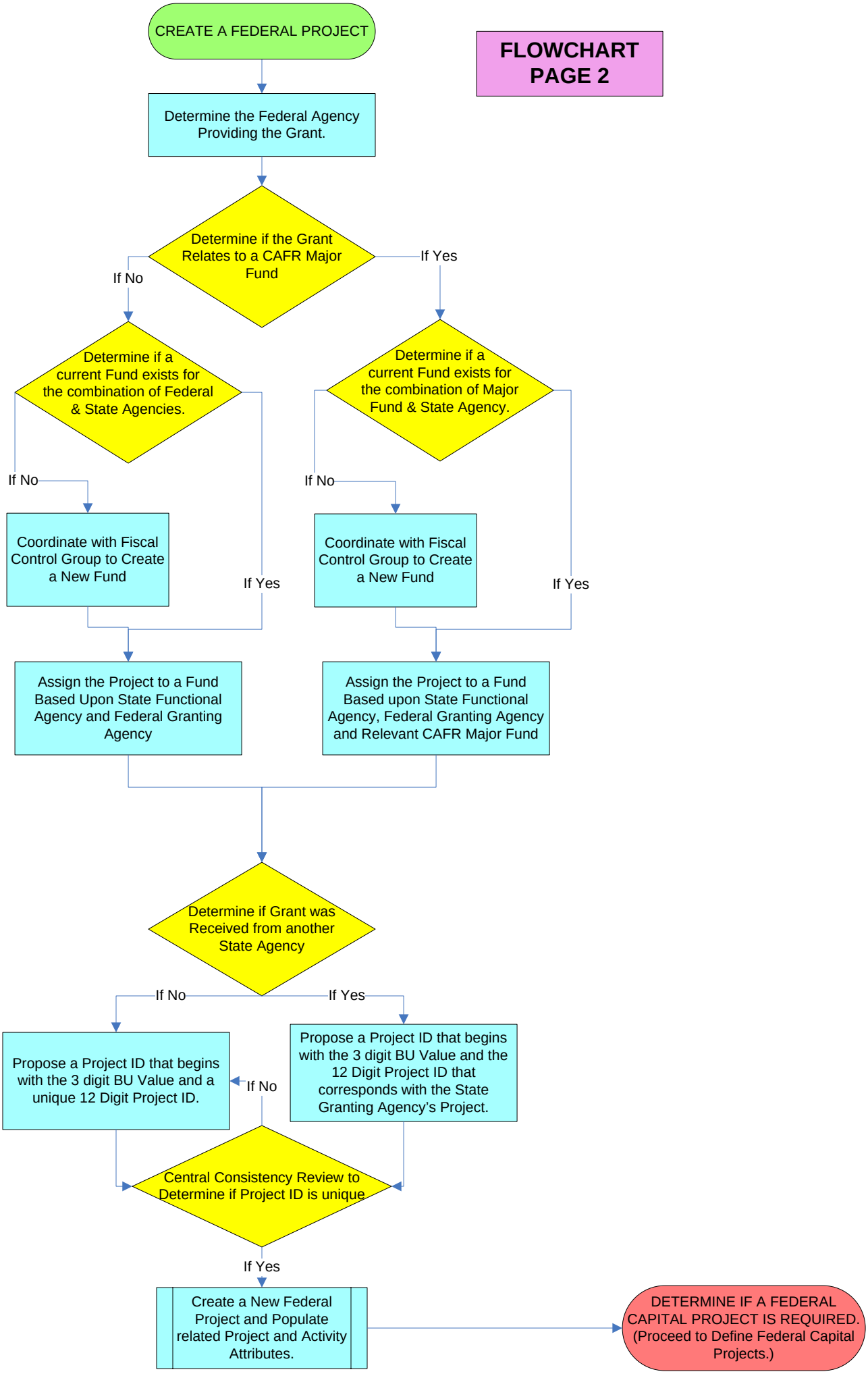
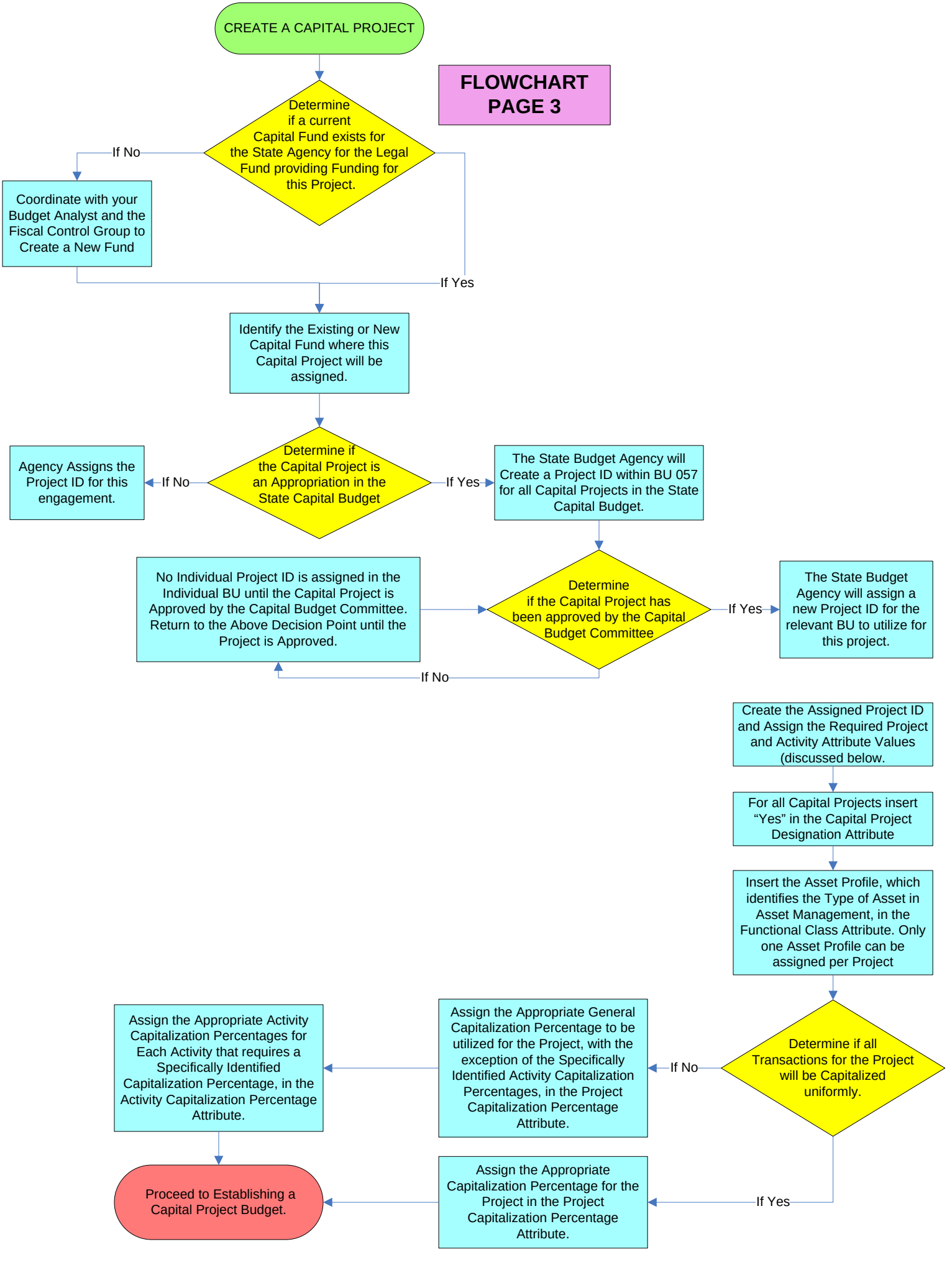
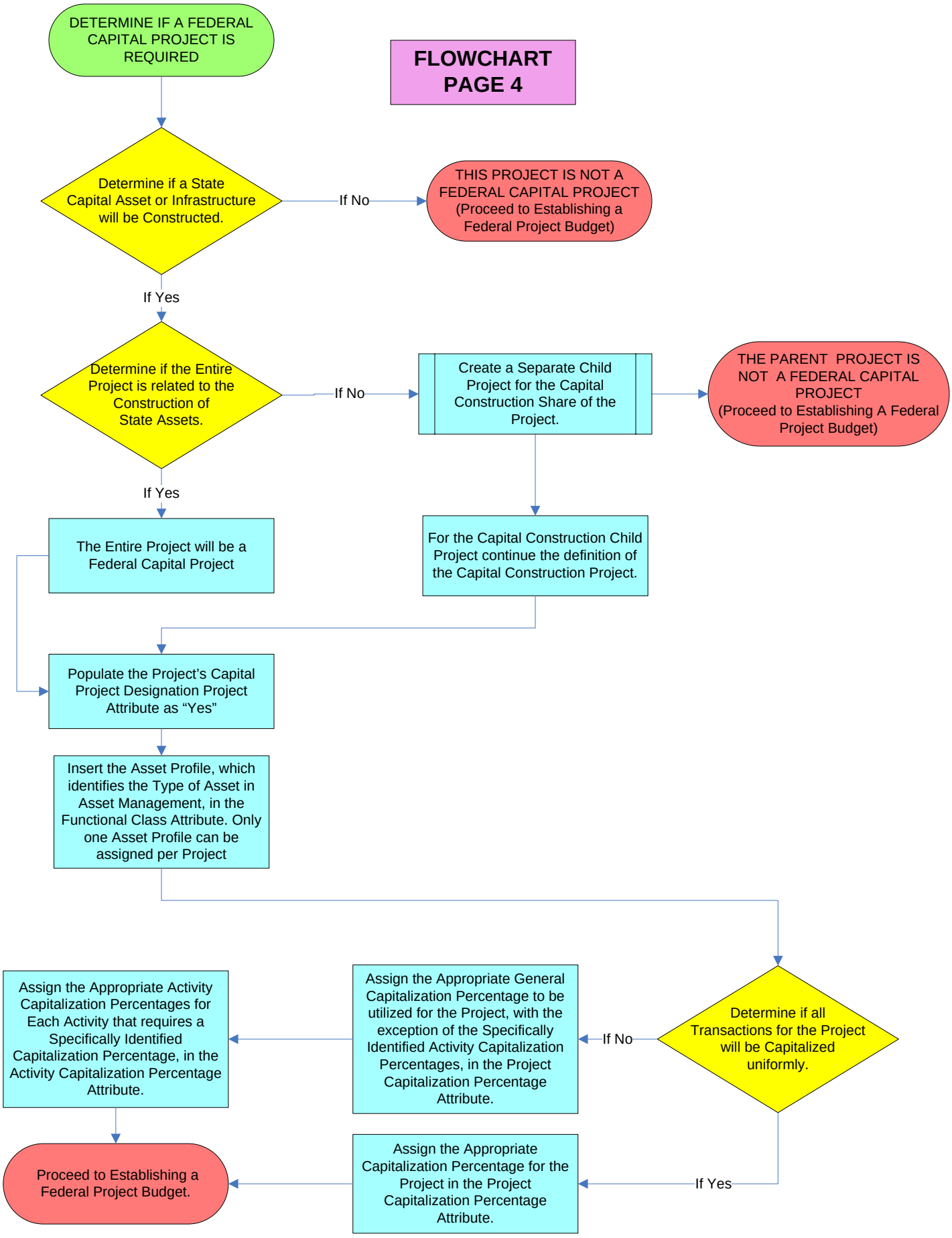
# FLOWCHART PAGE 1




CREATE A FEDERAL PROJECT
FLOWCHART PAGE 2
Determine the Federal Agency Providing the Grant.
Determine if the Grant Relates to a CAFR Major Fund
If No
If Yes
Determine if a current Fund exists for the combination of Federal & State Agencies.
Determine if a current Fund exists for the combination of Major Fund & State Agency.
If No
If No
Coordinate with Fiscal Control Group to Create a New Fund
Coordinate with Fiscal Control Group to Create a New Fund
If Yes
If Yes
Assign the Project to a Fund Based Upon State Functional Agency and Federal Granting Agency
Assign the Project to a Fund Based upon State Functional Agency, Federal Granting Agency and Relevant CAFR Major Fund
Determine if Grant was Received from another State Agency
If No
If Yes
Propose a Project ID that begins with the 3 digit BU Value and a unique 12 Digit Project ID.
Propose a Project ID that begins with the 3 digit BU Value and the 12 Digit Project ID that corresponds with the State Granting Agency's Project.
If No
Central Consistency Review to Determine if Project ID is unique
If Yes
Create a New Federal Project and Populate related Project and Activity Attributes.
DETERMINE IF A FEDERAL CAPITAL PROJECT IS REQUIRED. (Proceed to Define Federal Capital Projects.)


CREATE A CAPITAL PROJECT
FLOWCHART PAGE 3
Determine if a current Capital Fund exists for the State Agency for the Legal Fund providing Funding for this Project.
If No
Coordinate with your Budget Analyst and the Fiscal Control Group to Create a New Fund
If Yes
Identify the Existing or New Capital Fund where this Capital Project will be assigned.
Determine if the Capital Project is an Appropriation in the State Capital Budget
If No
Agency Assigns the Project ID for this engagement.
If Yes
The State Budget Agency will Create a Project ID within BU 057 for all Capital Projects in the State Capital Budget.
Determine if the Capital Project has been approved by the Capital Budget Committee
If Yes
The State Budget Agency will assign a new Project ID for the relevant BU to utilize for this project.
If No
No Individual Project ID is assigned in the Individual BU until the Capital Project is Approved by the Capital Budget Committee. Return to the Above Decision Point until the Project is Approved.
Create the Assigned Project ID and Assign the Required Project and Activity Attribute Values (discussed below.
For all Capital Projects insert “Yes” in the Capital Project Designation Attribute
Insert the Asset Profile, which identifies the Type of Asset in Asset Management, in the Functional Class Attribute. Only one Asset Profile can be assigned per Project
Determine if all Transactions for the Project will be Capitalized uniformly.
If No
Assign the Appropriate General Capitalization Percentage to be utilized for the Project, with the exception of the Specifically Identified Activity Capitalization Percentages, in the Project Capitalization Percentage Attribute.
Assign the Appropriate Activity Capitalization Percentages for Each Activity that requires a Specifically Identified Capitalization Percentage, in the Activity Capitalization Percentage Attribute.
If Yes
Assign the Appropriate Capitalization Percentage for the Project in the Project Capitalization Percentage Attribute.
Proceed to Establishing a Capital Project Budget.


DETERMINE IF A FEDERAL CAPITAL PROJECT IS REQUIRED
FLOWCHART PAGE 4
Determine if a State Capital Asset or Infrastructure will be Constructed.
If No
THIS PROJECT IS NOT A FEDERAL CAPITAL PROJECT (Proceed to Establishing a Federal Project Budget)
If Yes
Determine if the Entire Project is related to the Construction of State Assets.
If No
Create a Separate Child Project for the Capital Construction Share of the Project.
THE PARENT PROJECT IS NOT A FEDERAL CAPITAL PROJECT (Proceed to Establishing A Federal Project Budget)
If Yes
The Entire Project will be a Federal Capital Project
For the Capital Construction Child Project continue the definition of the Capital Construction Project.
Populate the Project's Capital Project Designation Project Attribute as "Yes"
Insert the Asset Profile, which identifies the Type of Asset in Asset Management, in the Functional Class Attribute. Only one Asset Profile can be assigned per Project
Determine if all Transactions for the Project will be Capitalized uniformly.
If No
Assign the Appropriate General Capitalization Percentage to be utilized for the Project, with the exception of the Specifically Identified Activity Capitalization Percentages, in the Project Capitalization Percentage Attribute.
Assign the Appropriate Activity Capitalization Percentages for Each Activity that requires a Specifically Identified Capitalization Percentage, in the Activity Capitalization Percentage Attribute.
If Yes
Assign the Appropriate Capitalization Percentage for the Project in the Project Capitalization Percentage Attribute.
Proceed to Establishing a Federal Project Budget.

# FLOWCHART PAGE 5

SUMMARY OF THE USE OF THE PROJECT MODULE

Determine if Federal Funds are Received, State Capital Assets Constructed or the State Agency requires the use of a Project.

If Yes

If No

A PROJECT WILL NOT BE REQUIRED.

If Yes

If Yes

If Yes

For Federal Projects, the Project should be established at the level of the Individual Grant Year Award.
For Capital Projects, the Project should be established for each distinct Capital project.
Agencies have the discretion to the determine the level of other types of Projects.

For all Federal Projects and Capital Projects, a Project Budget must be created in Commitment Control.

For all Federal Projects and Capital Projects, Funds Distribution will be a required process.

For all Federal Projects and Capital Projects, one or more Commitment Control Funding Sources will be assigned to the Project through Funding Source Allocation.

The Project Chartfield will be a 15 character field with the first 3 characters representing the BU value and the last 12 digits being a unique Project ID. For State Subrecipient Projects, the last 12 digits will generally be the same as that of the State Granting Agency.

Agencies have the option to establish “Child” Projects associated to the Parent Project defined above, if they have a need to differentiate different components as separate entities. This may be helpful if different portions of the Project have independent budgets or start/end dates.

One or More Functional Activities will be assigned in the Activity Chartfield for all Transactions within a Project. For Federal Projects the Functional Activity will represent the Federal Budgetary Requirements and Federal Reporting Requirements. For Capital Projects, the Activity may be utilized to differentiate different functions that are capitalized as different percentages.

The Analysis Type Chartfield will be assigned to all transactions in the Project. This Chartfield is used to identify the Type of Transaction, Source of Transaction and to assist in determining the future Processing of the Transaction.

If the Project Requires additional detail related to Time & Labor and Payroll costs, the Functional Category and Functional SubCategory would be utilized for this purpose.

If the Project Requires an additional level of detail for Federal or Management Reporting below the Functional Activity, the Resource Type Chartfield would be utilized for this purpose.

If the Project Requires a Federal Budget at a Level lower than the overall Project and the agency decides not to use a “Child Project” to fulfill this need, this required budget detail must be captured in the Activity and a Commitment Control Budget must be established at the Activity Level.

The Funds Distribution Process will be utilized to create additional transactional lines which will assign a Distributional Activity, Distributional Category and where required a Distributional SubCategory.

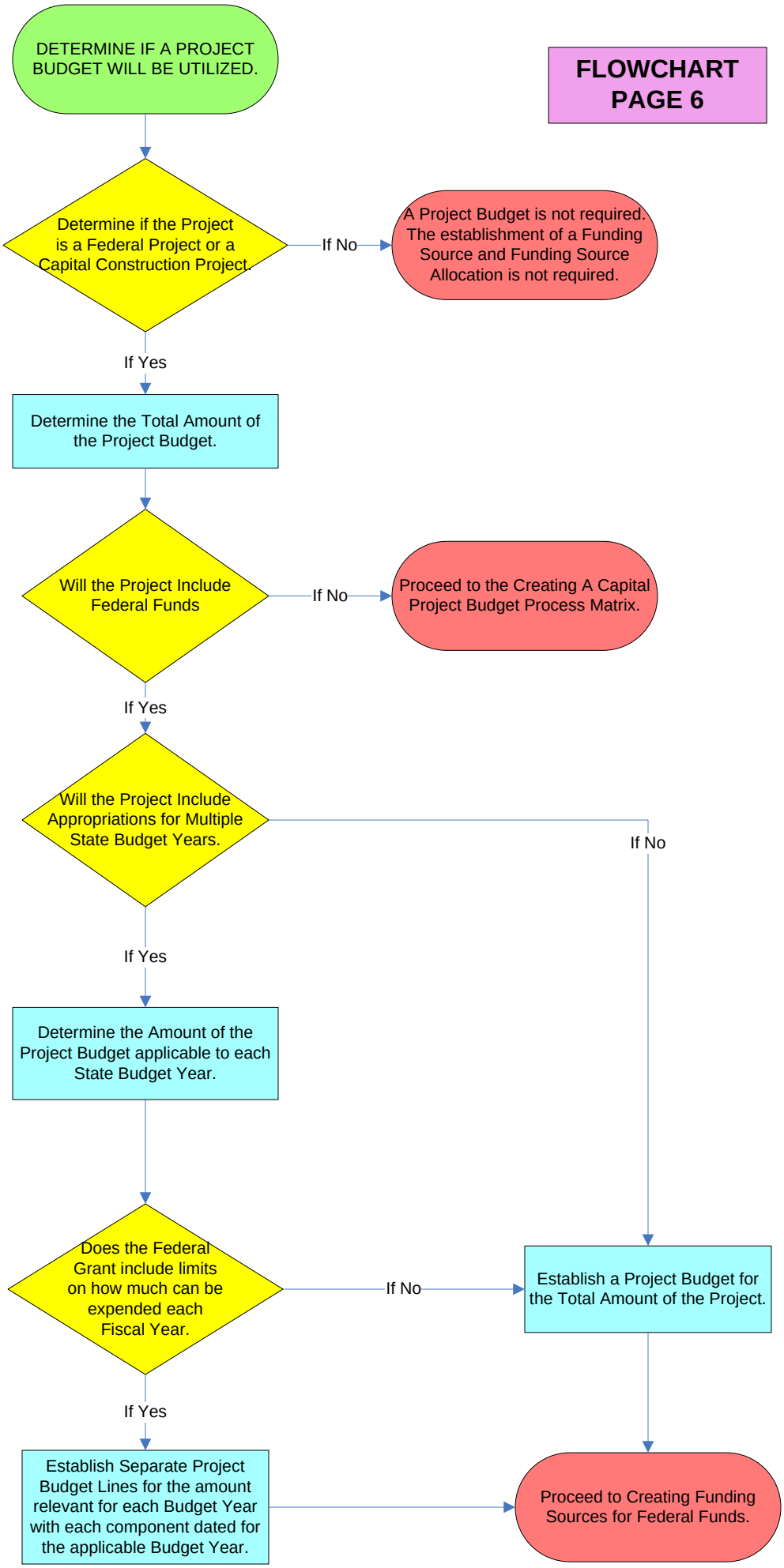
The assignment of a Distributional Activity will required for all transactions that undergo the Funds Distribution Process.
For Federal Projects, the Distributional Activity can be used to denote the State and Federal Shares of the Transactions, which is required if the Contract Module is being utilized.

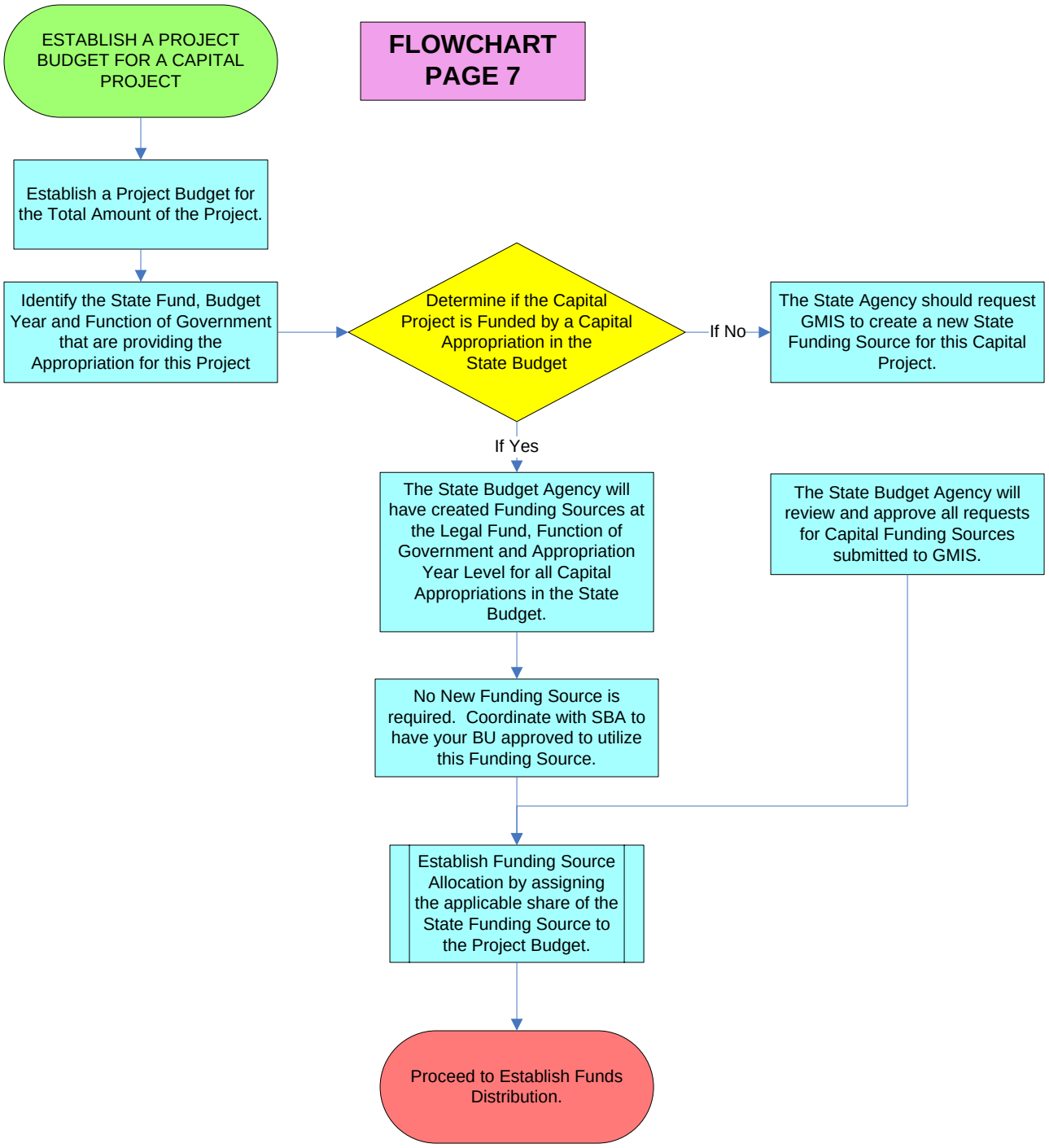
The Original Functional Activity assigned to the Transaction that underwent Funds Distribution will be maintained in the Project User Field 5 on the new transactional lines created during Funds Distribution.

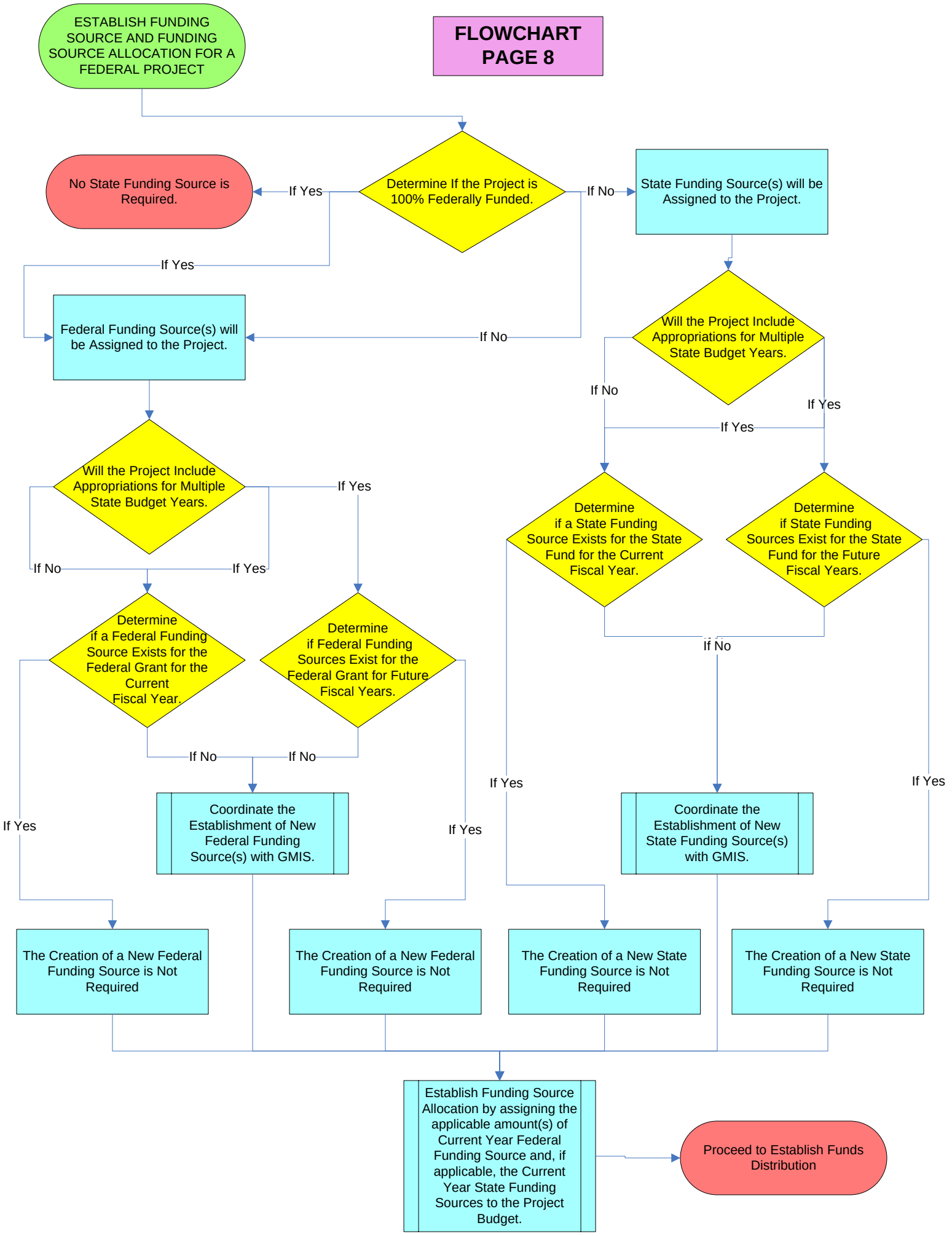
The assignment of the Distributional Category will be required for all transactions that undergo Funds Distribution. The Distributional Activity will directly correspond to the applicable Funding Source value in commitment control.

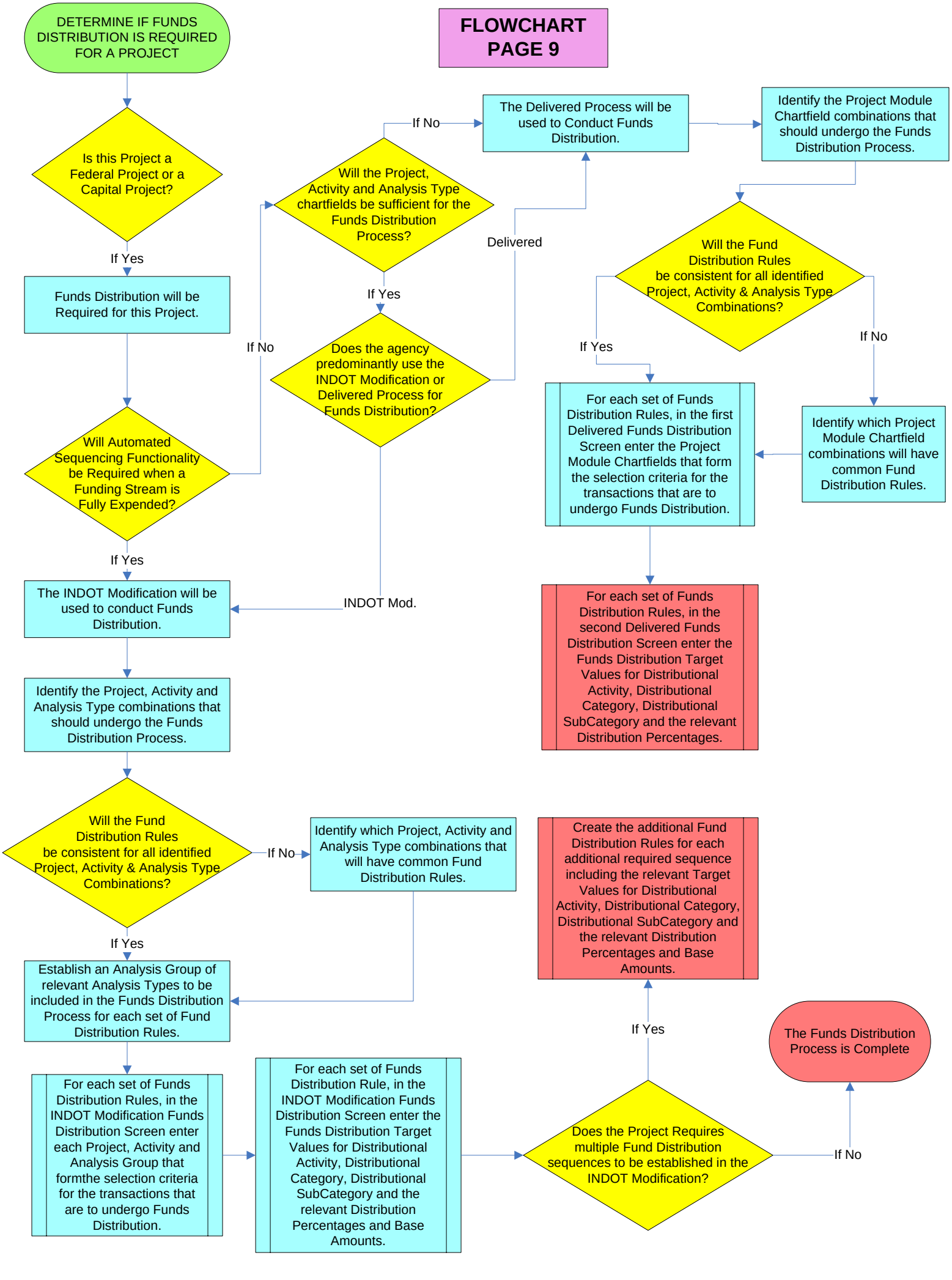
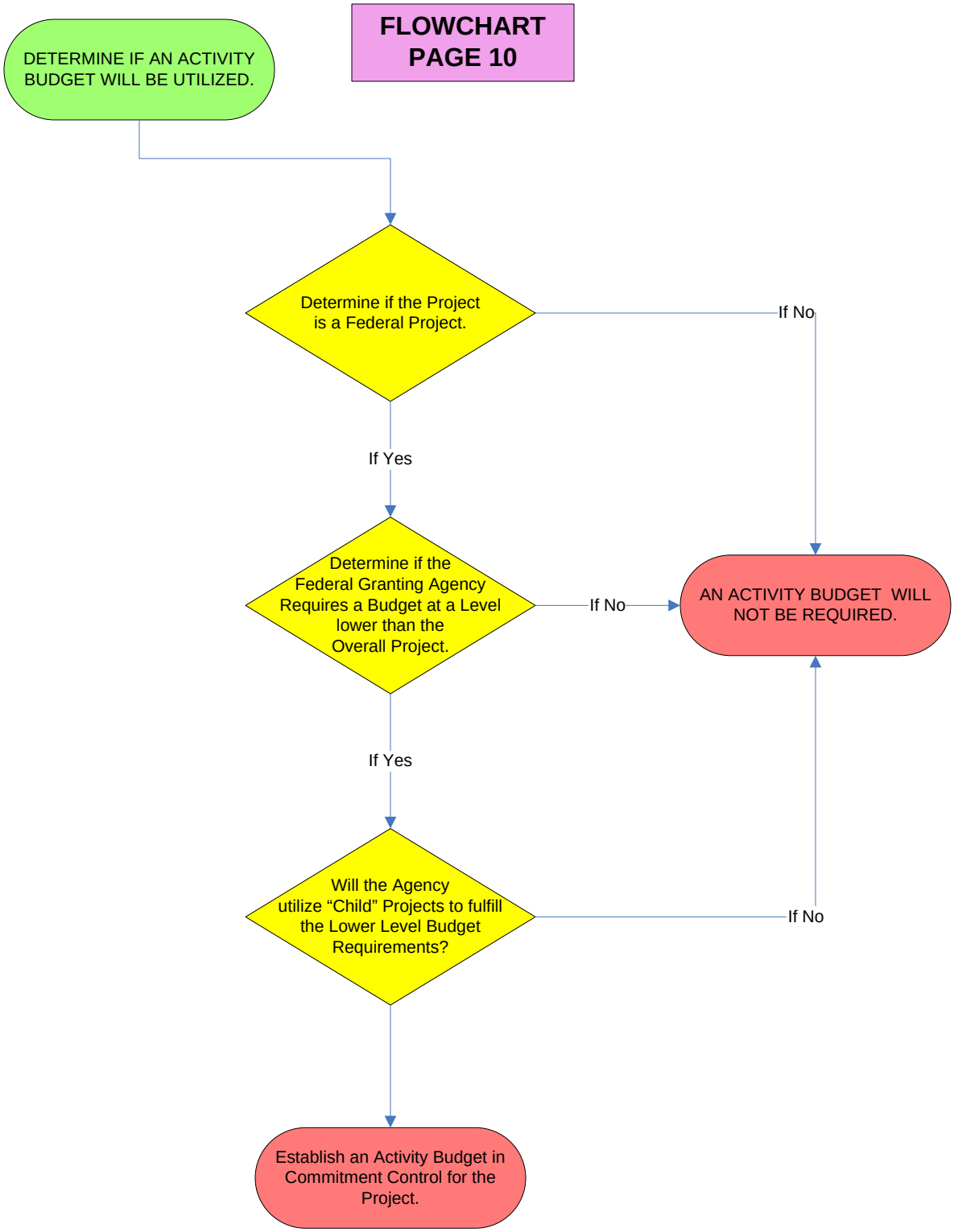
All Transactions that undergo the Funds Distribution Process will be assigned the Analysis Type “FND” to denote that they have undergone the Funds Distribution process.

The assignment of the Distributional SubCategory will be optional in the Funds Distribution Process. If the State Agency requires information on a specific funding stream at a level below that captured in the Funding Source, the Distributional SubCategory will serve this purpose.


DETERMINE IF A PROJECT BUDGET WILL BE UTILIZED.
FLOWCHART PAGE 6
Determine if the Project is a Federal Project or a Capital Construction Project.
If No
A Project Budget is not required. The establishment of a Funding Source and Funding Source Allocation is not required.
If Yes
Determine the Total Amount of the Project Budget.
Will the Project Include Federal Funds
If No
Proceed to the Creating A Capital Project Budget Process Matrix.
If Yes
Will the Project Include Appropriations for Multiple State Budget Years.
If No
If Yes
Determine the Amount of the Project Budget applicable to each State Budget Year.
Does the Federal Grant include limits on how much can be expended each Fiscal Year.
If No
Establish a Project Budget for the Total Amount of the Project.
If Yes
Establish Separate Project Budget Lines for the amount relevant for each Budget Year with each component dated for the applicable Budget Year.
Proceed to Creating Funding Sources for Federal Funds.


ESTABLISH A PROJECT BUDGET FOR A CAPITAL PROJECT
FLOWCHART PAGE 7
Establish a Project Budget for the Total Amount of the Project.
Identify the State Fund, Budget Year and Function of Government that are providing the Appropriation for this Project
Determine if the Capital Project is Funded by a Capital Appropriation in the State Budget
If No
The State Agency should request GMIS to create a new State Funding Source for this Capital Project.
If Yes
The State Budget Agency will have created Funding Sources at the Legal Fund, Function of Government and Appropriation Year Level for all Capital Appropriations in the State Budget.
The State Budget Agency will review and approve all requests for Capital Funding Sources submitted to GMIS.
No New Funding Source is required. Coordinate with SBA to have your BU approved to utilize this Funding Source.
Establish Funding Source Allocation by assigning the applicable share of the State Funding Source to the Project Budget.
Proceed to Establish Funds Distribution.


ESTABLISH FUNDING SOURCE AND FUNDING SOURCE ALLOCATION FOR A FEDERAL PROJECT
FLOWCHART PAGE 8
Determine If the Project is 100% Federally Funded.
If Yes
No State Funding Source is Required.
If No
State Funding Source(s) will be Assigned to the Project.
If Yes
Federal Funding Source(s) will be Assigned to the Project.
If No
Will the Project Include Appropriations for Multiple State Budget Years.
If No
If Yes
If Yes
Determine if a State Funding Source Exists for the State Fund for the Current Fiscal Year.
Determine if State Funding Sources Exist for the State Fund for the Future Fiscal Years.
If No
Will the Project Include Appropriations for Multiple State Budget Years.
If Yes
If No
If Yes
Determine if a Federal Funding Source Exists for the Federal Grant for the Current Fiscal Year.
Determine if Federal Funding Sources Exist for the Federal Grant for Future Fiscal Years.
If No
If No
Coordinate the Establishment of New Federal Funding Source(s) with GMIS.
Coordinate the Establishment of New State Funding Source(s) with GMIS.
If Yes
If Yes
If Yes
If Yes
The Creation of a New Federal Funding Source is Not Required
The Creation of a New Federal Funding Source is Not Required
The Creation of a New State Funding Source is Not Required
The Creation of a New State Funding Source is Not Required
Establish Funding Source Allocation by assigning the applicable amount(s) of Current Year Federal Funding Source and, if applicable, the Current Year State Funding Sources to the Project Budget.
Proceed to Establish Funds Distribution


DETERMINE IF FUNDS DISTRIBUTION IS REQUIRED FOR A PROJECT
FLOWCHART PAGE 9
Is this Project a Federal Project or a Capital Project?
If Yes
Funds Distribution will be Required for this Project.
Will Automated Sequencing Functionality be Required when a Funding Stream is Fully Expended?
If No
If Yes
The INDOT Modification will be used to conduct Funds Distribution.
Identify the Project, Activity and Analysis Type combinations that should undergo the Funds Distribution Process.
Will the Fund Distribution Rules be consistent for all identified Project, Activity & Analysis Type Combinations?
If No
Identify which Project, Activity and Analysis Type combinations that will have common Fund Distribution Rules.
If Yes
Establish an Analysis Group of relevant Analysis Types to be included in the Funds Distribution Process for each set of Fund Distribution Rules.
For each set of Funds Distribution Rules, in the INDOT Modification Funds Distribution Screen enter each Project, Activity and Analysis Group that formthe selection criteria for the transactions that are to undergo Funds Distribution.
For each set of Funds Distribution Rule, in the INDOT Modification Funds Distribution Screen enter the Funds Distribution Target Values for Distributional Activity, Distributional Category, Distributional SubCategory and the relevant Distribution Percentages and Base Amounts.
Does the Project Requires multiple Fund Distribution sequences to be established in the INDOT Modification?
If Yes
Create the additional Fund Distribution Rules for each additional required sequence including the relevant Target Values for Distributional Activity, Distributional Category, Distributional SubCategory and the relevant Distribution Percentages and Base Amounts.
If No
The Funds Distribution Process is Complete
Will the Project, Activity and Analysis Type chartfields be sufficient for the Funds Distribution Process?
If No
The Delivered Process will be used to Conduct Funds Distribution.
If Yes
Does the agency predominantly use the INDOT Modification or Delivered Process for Funds Distribution?
Delivered
INDOT Mod.
Identify the Project Module Chartfield combinations that should undergo the Funds Distribution Process.
Will the Fund Distribution Rules be consistent for all identified Project, Activity & Analysis Type Combinations?
If Yes
For each set of Funds Distribution Rules, in the first Delivered Funds Distribution Screen enter the Project Module Chartfields that form the selection criteria for the transactions that are to undergo Funds Distribution.
If No
Identify which Project Module Chartfield combinations will have common Fund Distribution Rules.
For each set of Funds Distribution Rules, in the second Delivered Funds Distribution Screen enter the Funds Distribution Target Values for Distributional Activity, Distributional Category, Distributional SubCategory and the relevant Distribution Percentages.

**FLOWCHART PAGE 10**